

Tri-Mission France

Foreign National Student Intern Program

Announcement



U.S. Missions to France, OECD, & UNESCO

Open to: All non-U.S. Citizen Students
Resident in France

Date: January 22, 2015

Current
Internship: Embassy Paris, Protocol Section.

Deadline
to apply: Until filled

Internship Description

The Protocol Section seeks a qualified intern to assist in providing administrative support to the Ambassador and the Deputy Chief of Mission (DCM). The Protocol Office is an exciting, fast-paced place to work. You will learn skills that will serve you for a lifetime and make immediate and significant contributions.

Gratuitous Service: There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

Eligibility Requirements:

- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a “Convention de stage” signed by the current academic institution. The Convention de stage must include school medical insurance.
- Must demonstrate the potential to accomplish the type of work to be performed.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to receive a medical clearance through the Embassy’s Occupational Doctor.

Hours: 35 hours a week, 7 hours daily Monday through Friday.

Internship period: To be defined

Duration of this internship: 2 months maximum

(Please specify your preferred time frame in your Statement of Interest)

Description of Duties and Responsibilities:

- Assists in preparing guest lists and invitations for representational events, tracking answers and

following through to confirm attendance.

- Helps welcome and check-in incoming guests at representational events.
- Assists in the coordination of the Embassy's responses to all invitations and related correspondence sent to the Ambassador and the DCM.
- Responds to diverse inquiries by phone and by email.
- Drafts and translates correspondence as necessary.
- Sorts the Ambassador's mail and identifies any urgent issues for the attention of the Protocol Assistants.
- Proposes new initiatives for improving administrative procedures in the Protocol Section and/or the Embassy as a whole.

Required Skills/Qualifications: (These may be tested)

1. Education: University student pursuing a bachelor degree in Applied Foreign Languages International studies, or related field.

2. Language Proficiency:

- English (Writing-Reading-Speaking): Good Level.

Must be able to read, understand and draft documents in English.

- French (Writing-Reading-Speaking): native speaker

3. Other Skills:

- Must be able to use the Internet to conduct information searches.
- Must be able to create documents using Microsoft Word.
- Must be able to create basic spreadsheets using Microsoft Excel.
- Must be able to use Microsoft Outlook for e-mail messaging etc.
- Good interpersonal skills.
- Must have a good cultural level.
- Must be organized.
- Must be able to work in a team.

Application Filing Procedures:

Please choose **only one internship** that suits you the best.

To be considered, intern applicants are asked to submit the four following documents:

- A Curriculum Vitae in English
- A Statement of Interest in English to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for.
- Official enrollment from your educational institution, such as a copy of your student card.
- A copy of your ID card.

Submit application at least two months prior to your internship period to:

ParisRecruitment@state.gov

(Please add "Internship Protocol Section" to the subject line of your e-mail)

The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.